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Director of Training

9 December 1955

Acting Chief, Plans & Policy Staff

Allowances for Textbooks and Services

1. With regard to the suggestion of the Chief, IETS, concerning the policy for internal students, we believe the policy should be the same for the other schools. That is, at the discretion of the School Chief, a sufficient number of texts, published or locally reproduced, should be available to the students during their matriculation in the course or program. Following this, if the student has a need for a purchased item, his division can authorize its purchase, or the student may buy it himself, as the DDTR suggests. Locally reproduced items may be released to the students at the discretion of the School Chief.

2. With regard to the suggestion for approved amounts of reimbursements to external training students, we believe the present policy is a more acceptable one. In general, external students are authorized to make the purchases and avail themselves of the services usually required of other students in the course or program. Reimbursement is made to them on completion of the course or at other appropriate times during the program. Books are returned to the OTR library where they are available on loan to the students and others, or available to IETS for re-issue to new students. We suggest no change in this policy. The returned textbook collection may now be transferred to the IETS book collection making it more accessible for re-issue of the books by the IETS clerk.

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